

REGULAR COUNCIL MEETING AUGUST 14, 2012

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on August 14, 2012 at 7:00 p.m.

1. Vice-Mayor Ronald Coleman called the meeting to order and presided. Vice-Mayor Coleman asked for a moment of silence to remember Mayor Burgess during his illness and Councilman Higginbotham while recovering from a recent accident.
2. Reverend Mitchell Etherridge, Motley Baptist Church, gave the invocation.

Council members
present:

Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Michael Mattox

Council members
absent:

Mr. J.R. Burgess
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dan Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Clay Hamilton, Police Department
Deputy Chief Kenneth Walsh, Police Department
Mr. John Eller, Town Attorney
Mr. John Tomlin, Public Works Director
Mr. Steve Bond, Wastewater Plant Director

3. Vice-Mayor Coleman advised the agenda had been amended and asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Mattox, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

4. Vice-Mayor Coleman asked if there were any questions regarding the minutes of the July 10, 2012 Regular Council meeting.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson that the minutes of the July 12, 2012 Regular Council meeting be approved as presented.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

5. Review of Invoices
6. Financial Statements
7. Public Comment

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Vice-Mayor Coleman asked if anyone not on the agenda would like to speak. No one came forward.

8. Special Items or Recognitions

a) Habitat for Humanity Proclamation

Mr. Coggsdale advised of a request from Mr. Stan Goldsmith for Council to consider the Habitat for Humanity International’s National Day of Prayer and designation of a local Town wide Day of Prayer Sunday, September 16.

Mr. Goldsmith, Campbell County Board of Supervisors, Altavista District, addressed Council stating Habitat for Humanity is vital for the community and thanked Council for their consideration.

A motion was made by Mr. Mattox, seconded by Mrs. Dalton, that the proclamation designating Sunday, September 16, 2012 as a “Town wide Day of Prayer” in recognition of Habitat for Humanity International’s National Day of Prayer be approved.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

Proclamation

Whereas, the Town of Altavista will join with the Altavista Area/ Campbell County Habitat for Humanity in recognizing Habitat for Humanity International's National Day of Prayer; and

Whereas, Habitat for Humanity International's National Day of Prayer will be celebrated on Sunday, September 16, 2012; and

Whereas, the Town of Altavista in conjunction with the AltaVista Area/ Campbell County Habitat For Humanity will designate a Town-wide Day of Prayer; and

Whereas, all local area churches are encouraged to offer prayers in support of this Christian ministry for the dedicated volunteers and providers as well as current and future homeowners; and

Whereas, the local Habitat "Blitz Build" will be held the weekend of October 21st and will be held in honor of all Altavista Area Churches. Your support for this worthy project, dedicated to providing, decent, affordable housing for people in the Altavista area is needed and appreciated.

Now therefore I, J.R. "Rudy" Burgess, Mayor of the Town of Altavista, Virginia, do hereby proclaim the 16th day of September 2012 as

*"Habitat for Humanity International's
National Day of Prayer"*

throughout the Town of Altavista, and ask that every citizen give thanks for the many benefits provided by our local chapter, the Altavista Area/ Campbell County Habitat for Humanity.

Adopted the 14th day of August 2012.

J.R. Burgess,
Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

b) Economic Development Director Introduction

Mr. Coggsdale advised the Altavista Economic Development Authority established a strategic plan process with one of the main objectives being to hire an Economic Development Director. Mr. Coggsdale introduced and welcomed Mrs. Megan Lucas to fill this newly created position of Economic Development Director.

Mrs. Lucas addressed Council stating she was looking forward to working with the Town of Altavista.

c) Rotary’s River Festival Follow Up (Robert Duff)

Mr. Robert Duff, President of the Altavista Rotary Club, followed up with Council on the River Festival at the English Park stating it was a huge success. Funds from this event will go towards the annual scholarship program. He thanked the Altavista Police Department, Virginia Game and Inland Fisheries, Altavista Area YMCA, Altavista Journal Office, Altavista Fire Company, Mr. Paul Smith, Town Staff and Council for their help in making the event successful.

9. Public Hearings

10. Committees

a. Council Committees

i. Finance Committee

Budget Amendments-Year End

Mrs. Shelton advised the requested amendments totaling \$181,203.00 reflect carryovers from FY 2012 as well as the annual contribution to Altavista EMS. She noted one additional amendment requesting the appropriation of funds to cover materials needed to construct the road to the slave cemetery. Funding to cover the cost of construction for the road has been received from Avoca to offset the expense.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to approve presented budget amendments totaling \$181,203.00.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

Town of Hurt Water Bill Adjustment Request

Mr. Coggsdale advised of a request from the Town of Hurt for a water bill adjustment associated with the Medical Center firefighting efforts. Upon receiving the inquiry, staff reviewed the data and proposed that the current policy for dealing with citizen adjustments be utilized. This policy takes the last 12 months of consumption and creates an average usage and the customer is billed (at their normal rate) for that amount; in this case the additional water was primarily utilized for the firefighting efforts and staff recommends this amount be billed at the lesser in-town rate, rather than the Town of Hurt’s normal rate.

A motion as made by Mrs. Dalton, seconded by Mr. Mattox, that the water bill adjustment for the Town of Hurt be approved as presented.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

ii. Public Works Committee

Mr. Ferguson advised a monthly meeting was not conducted for the Public Works Committee but he wanted to mention a request that had been received; he advised merchants have requested the loading/unloading zone sign in the alley behind Peace of Pie be changed to a 15 minute parking sign.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to change the loading/unloading zone sign in the alley behind Peace of Pie to a 15 minute parking sign.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

iii. Police Committee

No report.

iv. Utilities Committee

No report.

v. PCB Remediation Alternatives Committee

Mr. Edwards advised Dr. Sowers had visited the site and hopes to have results from these samples soon. He mentioned some other companies that are testing as well.

vi. ACTS Advisory Committee

Mr. Witt advised for the past year he has had the privilege of representing the Town of Altavista on the Community Transportation Association of Virginia State Board and recently attended a seminar in which he obtained valuable ideas. He stated the Town was recognized for one year of successful service with the ridership increase from 125% to 205% per month from the year before and according to statistics is the second fastest growing public transportation system in Virginia. He thanked Council for their support and extended a thank you to the anonymous person who provided free rides to citizens over the summer months.

b. Other

i. Altavista Economic Development Authority (Mark Younkin)

Chairman Younkin, Chairman of the Altavista Economic Development Authority (AEDA) addressed Council advising the AEDA held their annual meeting July 24, 2012. Mrs. Rayetta Webb was elected Chairperson and Mr. Bill Smith was elected Vice-Chairman. He noted the bylaws call for the Town Manager to retain the secretary/treasurer responsibilities. Ms. Jo Kelley will continue as the AEDA program administrator. Mrs. Patty Eller, Altavista Chamber of Commerce is an ex-officio member. Chairman Younkin reported on activities of the past year and thanked Council for considering the items presented during his tenure as Chair.

Vice-Mayor Coleman thanked Chairman Younkin for serving on the AEDA Board and welcomed Mrs. Webb as the new AEDA Chair.

11. New Business

a. Appointments

i. Planning Commission

Mr. Coggsdale advised Mr. John Woodson’s term on the Planning Commission expires during the month of August. Mr. Woodson has served on the Planning Commission since March 2003, when he filled the unexpired term of this father, Mr. Claude Woodson. Staff has contacted Mr. John Woodson and he agreed to serve another four year term to August 2016.

A motion was made by Mr. Mattox, seconded by Mrs. Dalton, to reappoint Mr. John Woodson to a four year term on the Planning Commission with the term expiring August 2016.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

b. Town Strategic Work Plan

Mr. Coggsdale advised during FY2012, the Altavista Town Council conducted a Strategic Planning Retreat to discuss the future vision and goals of the Town. Following the Council's retreat, the Town Executive Staff conducted a retreat to further review the "aspirations" developed by Council. In the pursuing months, staff has worked on creating "Key Tasks and Activities", assigned "Champions" to each Goal and established "Target Dates". He presented Council with a Draft Strategic Work Plan for their consideration and review along with a “Quick Guide to the Strategic Work Plan” that can be a resource to disseminate to the public. He noted once the plan is adopted, it will be available on the Town’s web site. One of the aspirations is related to the Economic Development position. He noted this plan will cover staff work for the next year or so and would be revisited every other year by Council during a strategic planning process.

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A motion was made by Mr. Mattox, seconded by Mrs. Dalton, to adopt the Strategic Work Plan.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

c. Virginia Department of Health (VDH) Planning Grant

Mr. Coggsdale advised he was approached by WW Associates in regards to applying for the Virginia Department of Health (VDH) Planning Grant. The Virginia Department of Health (VDH) is offering planning grants of up to \$50,000 for the design of water system projects. Mr. Herbert White, WW Associates, is seeking approval from the Town to apply for said grant on behalf of the Town of Altavista. WW Associates has been assisting the Town in regard to the on-going Water Asset Management Plan. WW Associates would apply for this grant at no cost to the Town. If the Town is awarded the grant, the necessary engineering work performed with the grant funds would be publically procured. The project identified by WW Associates in the draft Water Asset Management Plan is identified as the Bedford Avenue/Downtown Water Systems Improvement Project, Phase I was designated for the planning grant funding.

Vice-Mayor Coleman asked if this is in line with what WW Associates proposed for the Town.

Mr. Coggsdale stated the projects in this plan recognize the water side priorities.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the submitted resolution endorsing application for funding by the Virginia Department of Health.

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

A RESOLUTION ENDORSING APPLICATIONS FOR FUNDING BY THE VIRGINIA DEPARTMENT OF HEALTH- OFFICE OF DRINKING WATER.

WHEREAS,the Town of Altavista intends to apply for funding for various drinking water projects; and

WHEREAS,the Virginia Department of Health-Office of Drinking Water is able to provide funds for the planning of drinking water projects; and

WHEREAS,the Town Council of the Town of Altavista has determined that this type of funding would be appropriate for the work that is being considered;

THEREFORE,BE IT RESOLVED,the Town Council of the Town of Altavista hereby authorizes the Town Manager to seek planning funds from Virginia Department of Health-Office of Drinking Water for:

Bedford Avenue/Downtown Area Water System Improvements Project. Phase I

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BE IT FURTHER RESOLVED that the Town Manager is directed to pursue such funding and be authorized to sign any and all documents to accept such funding contingent upon review and concurrence by the Town Attorney.

I certify that the above resolution was adopted by the Town Council of the Town of Altavista during its meeting on August 14, 2012.

J. Waverly Coggsdale, III
Clerk of Council

d. Uncle Billy’s Day Town Expense Report

Mr. Coggsdale provided Council with a breakdown of the Town’s in-kind and expenses related to the annual Uncle Billy’s Day event, with the total cost to the Town being \$6,899.59.

Departmental Breakdown:

Police Department:	\$1,467.57	(Overtime)
Public Works:	\$3,387.72	(Overtime)
Administration:	\$2,044.30	(UBD Liability Insurance and Portable Toilets)
(Note: Town splits these costs with the Chamber.)		

Comparison to past five years:

2012	\$ 6,899.59
2011	\$ 7,115.94
2010	\$11,657.39
2009	\$ 8,199.00
2008	\$ 8,209.00
2007	\$ 8,236.00

The Town contributed \$20,000 to the Altavista Chamber of Commerce as approved by Council to sponsor the event.

Mrs. Patty Eller, Chamber of Commerce, thanked Council for their financial support.

12. Unfinished Business

a. Prohibition of Trucks on Certain Roads—Lynch Mill Road

Mr. Coggsdale advised Council has been considering a new ordinance that would "prohibit trucks on certain streets" in response to a concern about traffic on Lynch Mill Road. Last month, a scheduled public hearing was postponed due to concerns about the language of the proposed ordinance inadvertently having impact on local businesses. Mr. Eller, Town Attorney, drafted a new ordinance to address those concerns which was forwarded to Council last month. Council decided to review the ordinance for a month before charting a new course.

Mr. Eller explained provisions made to the proposed ordinance (Section 74-310 & 311).

Mr. Edwards stated he understands the intent of removing truck traffic from the front of the elementary school but is at a loss as to why Frazier and Ogden Road should be included in this ordinance.

Mr. Eller stated these two streets were added to cover deliveries and shipments to the businesses on these two streets.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to schedule a

public hearing for the September 11, 2012 Town Council meeting to receive comments on the proposed ordinance (Section 74-310 & 311).

Motion carried:

VOTE:	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

b. Property Maintenance Update

Mr. Witt advised last July, he presented to Council information on 805 14th Street. Ms. Cilla Brown was in attendance at that meeting and requested permission to move forward with repairs and clean up of the property. Council agreed to work with Ms. Brown. Ms. Brown worked on the house, then ceased as problems to the house were more extensive than first thought. Mr. Witt mentioned he sent a notice to Ms. Brown requesting she meet with him to discuss the course of action and did not receive a response. Mr. Witt stated he and Mr. Eller have met and cannot determine how Ms. Brown is connected with this property other than on the County website; all correspondence is sent to Ms. Brown. After some research Mr. Witt determined the deceased owner has two sisters and he is in the process of determining who they are. He stated there are taxes owing to the County; therefore, the County will not issue the Town a demolition permit until the taxes are satisfied.

c. Peer Analysis Update

Mr. Edwards referred to Council’s desire to complete an analysis of similar communities to the Town of Altavista. This review would cover how the Town’s tax rates, water rates and other expenses compare with similar communities. Mr. Edwards stated he has developed a list of communities to poll. He felt this project was at the point of needing financial approval from Council.

Mrs. Dalton questioned if new monies would have to be appropriated?

Mr. Coggsdale clarified staff would need direction from Council.

Mrs. Dalton suggested a work session be scheduled in order to develop a list of criteria.

A work session was scheduled for September 11, 2012 at 6:00 p.m.

13. Town Manager’s Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

- Work Session with Council was held on Tuesday, June 12th.
- Staff continues to work with the engineers (Wiley Wilson) and VDOT to prepare for a September bid date.

Pittsylvania Avenue Intersection Improvements

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.
- Continuing to work with Wiley Wilson and VDOT in moving the project toward a bid date (estimated Fall 2012)
- Federal Authorization received. VDOT is working on the Right of Way Acquisition Phase.
- VDOT is negotiating with property owners for right of way.

WWTP Emergency Overflow Pond

- Dr. Licht has implemented his Pilot Field Study for Phytoremediation.
- Dr. Sower's has implemented his Pilot Field Study for Bioremediation.
 - First round of sampling – August 2nd
- Mirimichi will be performing an off-site "bench scale study" of the sludge for confirmation regarding their remediation process.
- Letter received from DEQ citing their concerns about the Town's EOP and our participation in the VRP.
 - Response letter sent to DEQ
- EarthNet (Fredericksburg, Va) visited the site and took samples for analysis.

Bedford Avenue Park Improvements

- Park work is complete.
- Town staff will complete work associated with the parking area along the alley.

- b) Reports
 - i. Departmental
 - ii. Others
- c) Other Items as Necessary
- d) Informational Items

14. Matters from Town Council Members

Vice-Mayor Coleman commended staff and all involved in the Bedford Avenue Park project.

15. Closed Session

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 8:07 p.m.

Ronald Coleman, Vice-Mayor

J. Waverly Coggsdale, III, Clerk